

California Energy Commission



CLASSIFICATION: Staff Services Analyst (General)

TENURE/TIME BASE: Permanent/Full Time

SALARY: Range A: \$3,186 - \$3,992
Range B: \$3,450 - \$4,318
Range C: \$4,136 - \$5,179

LOCATION: Energy Assessments Division, Administration
Sacramento

FINAL FILING DATE: June 1, 2019

The Energy Assessments Division (EAD) consists of a multi-disciplinary staff of economists, engineers, and scientists responsible for developing methodologies, models, and data for analyzing California's energy supply and demand. Our mission is to assess California's energy systems and trends, providing information for decision-makers and the public resulting in policies that balance the need for adequate resources with economic, public health, safety, and environmental goals. The division's emphasis is on building staff capabilities in the latest modeling and analytical techniques.

JOB DESCRIPTION: Under the direct supervision of the Deputy Director, and the lead of the Assistant Deputy Director and Associate Governmental Program Analyst (the Division's Administrative Liaison), the incumbent performs work of average difficulty in a wide variety of consultative and analytical assignments, such as, but not limited to, contract agreement management; personnel analysis, budgeting; database management, and other administrative work. More specifically, the incumbent assists in the administration of the Division's Technical Support Contract; assists with a variety of administrative-related workload tasks and also provides support to and serves as a backup to the Administrative Liaison.

- Performs consultative and analytical work relating to the review, preparation, development and management of the division's technical support solicitations, contracts, and work authorization documents. This includes serving as the Contract Agreement Manager of the Division's large, multi-year technical support contract, which requires interactions with all levels of management on contract related issues. Duties include reviewing and analyzing technical documents submitted by contractors to staff work authorizations reviewers, preparing all contract documents for approval including detailed analysis of scope of work, contract budget detail, accurate input of invoices into the Payment Information Management System online, and verifying that the monthly invoices and status reports are consistent with the budget and scope of work expected to ensure program objectives are met and the interests of the State are protected. Duties may include developing and tracking work authorizations; liaising with staff from the Contracts Office, Legal Office, other Divisions, and the Budget Office to ensure smooth processing of work authorizations and invoices and resolve any issues that may arise with documentation, invoices, or payment of vendors; and tracking contract expenditures and funding sources.
- Serves as the primary preparer of the division's mission critical workplan funded procurements. These procurements are for the analytical tools (software, computer models, and data) the division's technical specialists use to prepare energy supply and demand forecasts and related analyses. The incumbent works with technical staff and supervisors regarding their existing needs or planned new acquisitions of such analytical tools, advises

them of the appropriate procurement method (contract or purchase) and the documentation needed to acquire them. Research, analyze, and use independent judgment and discretion to interpret and apply statutes, regulations, and policies and procedures in order to prepare the purchase requests in the Energy Commission's Purchase Request System, ensuring all required documentation is appropriately prepared, the correct workplan funding sources are identified, and the appropriate approvers are assigned in the system. The incumbent also liaisons with ITSB, BSO, Budget Office, Accounting, and vendors to ensure expeditious processing of requests and resolve any issues that may delay payment of vendors and thus potentially result in a cessation of data services and/or the inability of technical staff to use licensed computer models. Additionally, assists the Administrative Liaison and other division management staff with various administrative activities such as the preparation, processing, maintenance, and analysis of documents and tracking systems related to personnel transactions, purchasing, budgeting, and annual workplans, and other related workload. Serves as primary backup to the Administrative Liaison.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Excellent written and oral communication skills. Ability to effectively communicate with others and maintain positive and constructive work relationships with others.
- Excellent analytical skills and the ability to reason logically.
- Proficiency on a personal computer and familiarity with word processing, data base management, spreadsheets, models, and graphics.

WHO MAY APPLY: Eligible candidates who are current state employees with status in the above classification, lateral transfers from an equivalent class who meet the minimum qualifications of this classification, former state employees who can reinstate into this class or persons who are reachable on a current employment list for this classification. Appointment is subject to the provisions of the SROA process: SROA/SURPLUS/ REEMPLOYMENT candidates are encouraged to apply and must attach a copy of their status letter in order to be considered. Applications will be screened and the most qualified may be contacted for an interview.

Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature, to the contact/address listed below. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #800-300 and Position #8000-5157-801 in the "Explanation Section" of the STD. 678.**

Please Note: Possession of the minimum qualifications will be verified prior to the interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.

SUBMIT APPLICATIONS TO:

Personnel Services Office
ATTN: RPA #800-300
1516 9th Street, MS-3
Sacramento, CA 95814

View full Duty Statements:
<https://www.energy.ca.gov/careers/jobs.php>

For additional questions regarding this recruitment, you may contact (916) 654-4309 or email personnel@energy.ca.gov.

California Relay (Telephone) Service – TDD Phones: 1-800-735-2929 and Voice Phones: 1-800-735-2922